

Manager Manual

My Learning App in PSC Client

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Saskatchewan 

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1. Introduction

This manual outlines the processes and procedures for performing the duties of a Manager for the My Learning Application within PSC Client. This role is automatically given to anyone who has direct reports.

2. Notifications

There are several reasons you will receive as automated email from Learn PSC about the Learning and Development needs of your employee. You will receive an email notification in the following circumstances:

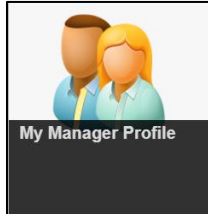
- An employee registers or is waitlisted for a class;
- An employee cancels or is cancelled from a class;
- An employee is awarded a class;
- A manager approval is required for an employee to register for a class;
- A reminder, if you did not complete the approval process for the employee’s registration; and
- An expiry notification, if an employee’s class is expiring and needs to be retaken.

3. Approval Process

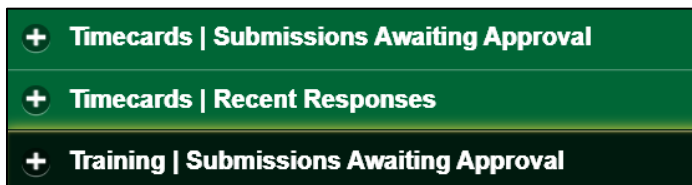
When one of your direct reports registers for a course or external training that requires manager approval, an email notification will be sent from Learn PSC indicating that an action is required. There are two options: Approve or Reject the request.

3.1 Approving an Employee's Registration Request

1. Log-in to PSC Client using your PSC Client username and password.
2. Click **My Manager Profile**.



3. Click **Training | Submissions Awaiting Approval** dropdown menu.



4. Click on **Employee Name**.

| - Training Submissions Awaiting Approval | | |
|--|---------------------------|----------------------|
| Employee | Course | Registration Date |
| Sally Field | PSC Talent Testing Ground | 19-May-2021 14:52:26 |

Information about the class will be available, including: Course Name, Start Date, Fee, Course Description, etc. (If this is an external training request, the class detail information will have been manually entered by the employee).

5. You do have the option to a comment for the employee in the **Manage Comment** field.
6. Click **Approve Training**.

Employee: **Sally Field**

Status: Pending Approval

Approve Training

Cancel Registration

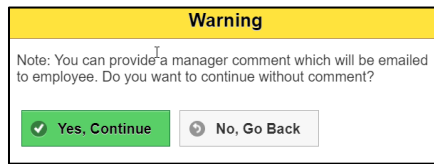
Reject Training

Registration Information

| | |
|------------------|----------------------|
| Registration ID | LR-000052 |
| Date Registered | 19-May-2021 14:52:26 |
| Manager Comments | <input type="text"/> |

A warning message will appear.

7. Click **Yes** to continue, or **No** to go back.

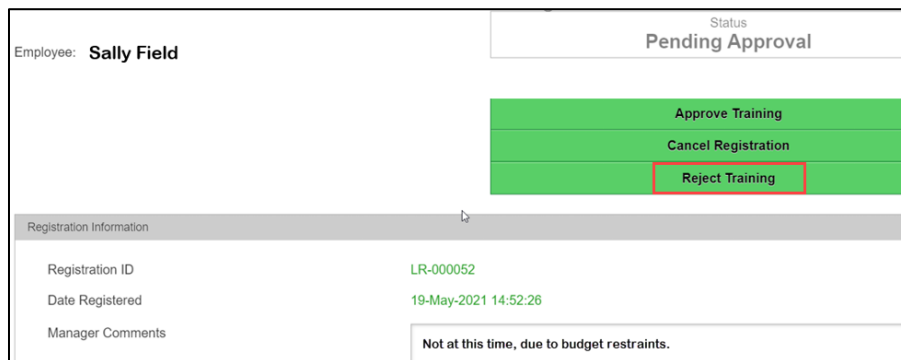


A warning dialog box with a yellow header titled "Warning". The text inside reads: "Note: You can provide a manager comment which will be emailed to employee. Do you want to continue without comment?". At the bottom, there are two buttons: "Yes, Continue" (highlighted in green) and "No, Go Back".

The employee will now be registered in the class and will be sent an email notification.

3.2 Rejecting an Employee's Registration Request

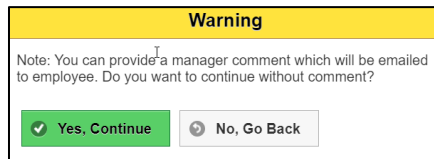
1. Follow the process outline in the 3.1 Approving an Employee's Registration Request section above.
2. Click **Reject Training**. (You also have the option to cancel the registration by clicking **Cancel Registration**).



A screenshot of an employee registration details screen. The employee name is "Sally Field". The status is "Pending Approval". There are three buttons: "Approve Training", "Cancel Registration", and "Reject Training" (highlighted with a red box). Below this is a "Registration Information" section with the following details: Registration ID: LR-000052, Date Registered: 19-May-2021 14:52:26, and Manager Comments: "Not at this time, due to budget restraints."

A warning message will appear.

3. Click **Yes** to continue, or **No** to go back.



A warning dialog box with a yellow header titled "Warning". The text inside reads: "Note: You can provide a manager comment which will be emailed to employee. Do you want to continue without comment?". At the bottom, there are two buttons: "Yes, Continue" (highlighted in green) and "No, Go Back".

The employee will not be registered in the class and will be sent an email notification.

4. Running an Employee Inquiry/Report

There are two inquiries/reports that can be pulled to see the activity of a manager's direct reports.

4.1 Your Staff Training Summary

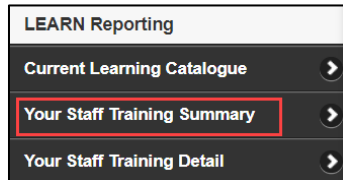
This Inquiry will show a snapshot of the registered classes of your direct reports.

1. Log-in to PSC Client using your PSC Client username and password.
2. Click the **Inquiries** icon, on the top of the page.



A menu will open on the left-hand side.

3. Under the “LEARN Reporting” section, click **Your Staff Training Summary**.



The “Your Staff Training Summary” window will appear.

4. Enter the date parameters you are searching within.

Note: If you are searching for a specific employee, click **Advance – Inquiry Criteria**, and enter employee first and last name.

Your Staff Training Summary

Date Parameters ▲

Report Date
19-May-2021

Date Registered

Start Date
01-Apr-2021

End Date
31-Mar-2022

Advanced - Inquiry Criteria ⚙

Search

Your Staff Training Summary

Date Parameters ⚙

Advanced - Inquiry Criteria ▲

First Name

Last Name

Search

5. Click **Search**.

The “Your Staff Training Summary” window will appear. This will show a snapshot of your direct reports first and last name, number of classes they are registered in, total fees for the classes and total length of training time.

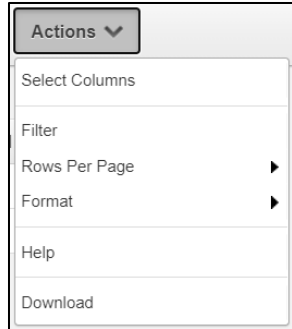
Your Staff Training Summary

Q- Go Actions ▾

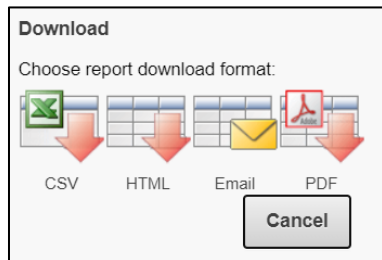
1 - 2

| First Name | Last Name | Registered | Total Fees | Total Estimated Length |
|------------|-----------|------------|------------|------------------------|
| John | Wise | 4 | 0 | 4 hours |
| Sally | Field | 7 | 100 | 7 hours |

6. To customize, or download a copy of this summary, click the **Actions** dropdown.



7. Choose your customizations, by adding a “Filter”, choosing the number of “Rows Per Page”, or sorting the snapshot using the “Format” option.
8. To Download a copy, click **Download**.
9. Choose the file type, by clicking on one of the options that appear.



The file will download to your computer.

4.2 Your Staff Training Detail

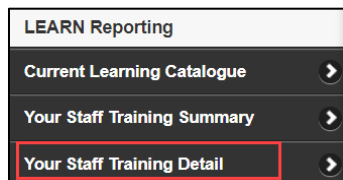
This Inquiry will show a detailed report of your direct reports.

1. Log-in to PSC Client using your PSC Client username and password.
2. Click the **Inquiries** icon, on the top of the page.



A menu will open on the left-hand side.

3. Under the “LEARN Reporting” section, click **Your Staff Training Detail**.



The “Your Staff Training Detail Parameters” window will appear.

4. Enter the date parameters you are searching within.

Note: If you are searching for a specific employee, course, class, or awarded date, click **Advance – Inquiry Criteria**, and the search criteria.

5. Click **Search**.

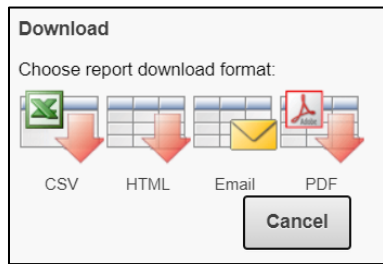
The “Your Staff Training Detail” window will appear. The details of this Inquiry will include Course Name, Class Code, Delivery Method, Registration Status, Registration Date, Awarded Date, Class Length, Registration Fee, as well as First and Last Name.

| Your Staff Training Detail | | | | | | | | | |
|--|------------|--------------------|---------------------|----------------------|--------------|--------------|------------------|------------|-----------|
| <input type="text" value="Q-"/> <input type="button" value="Go"/> <input type="button" value="Actions"/> | | | | | | | | | |
| 1 - 11 | | | | | | | | | |
| Course Name | Class Code | Delivery Method | Registration Status | Registration Date | Awarded Date | Class Length | Registration Fee | First Name | Last Name |
| Administrative Services Manual Navigation and Tips | TR-00035-1 | e-Learning (SCORM) | In-Progress | 06-May-2021 11:57:52 | - | 15 minutes | 0 | John | Wise |
| Creating Positive Spaces | TR-00004-1 | e-Learning (SCORM) | Approved | 22-Apr-2021 14:58:57 | - | 15 | - | John | Wise |
| How to Conduct Online Surveys - Module 1 | TR-00045-1 | e-Learning (SCORM) | Approved | 18-May-2021 13:45:10 | - | 1 hour | 0 | Sally | Field |

6. To customize, or download a copy of this summary, click the **Actions** dropdown.

7. Choose your customizations, by adding a “Filter”, choosing the number of “Rows Per Page”, or sorting the snapshot using the “Format” option.

8. To Download a copy, click **Download**.
9. Choose the file type, by clicking on one of the options that appear.



The file will download to your computer.